

Pollution Prevention (P2) for State Agencies

Pollution prevention (P2) is any activity that reduces or eliminates waste at the source. State agencies can prevent pollution by reducing air emissions through the implementation of employee commute reduction programs, energy conservation and toxic substance use reduction. This informational fact sheet is intended to assist state agency facility managers, procurement specialists and other teams involved in decision-making to implement P2 practices in their state agency.

Green Procurement Practices

What is it and why do it?

Many products can contain ingredients that can be harmful to human health and the environment including toxic exposures, indoor air pollution, natural resource consumption (e.g. materials, energy, and water) and waste disposal requirements.

By selecting greener products when you shop, you help the environment and the health of employees.

Your state agency can find information about buying greener products and finding services through [EPA's Identify Greener Products and Services](#)¹. Find products in categories like:

- Carpet
- Cleaning
- Electronics
- Fleets
- Paints and Coatings
- Paper



Reduce Paper Use

- Ask your copy/printing machine contractor to calibrate agency machines to automatically print double-sided and black and white.
- Consider distributing memos, meeting notes and documents via email.
- Use projectors and screens during meetings instead of printing paper copies for everyone.
- Design a program to monitor paper consumption per division, department, or unit to baseline the amount of paper used and establish a goal for reduction.
- Verify databases to eliminate mail list duplications.
- Allow customers to enroll in paperless bills, invoices and copies of documents.
- Encourage use of waste paper, that has a blank side, for notes and scribbling to maximize the use of the paper.
- Purchase paper with a minimum postconsumer recycled content of 30%.

⇒ For information on how to buy more recycled-content paper and paper products see: [EPA's Comprehensive Procurement Guidelines for Paper and Paper Products](#)².

⇒ [Learn more about paper and paper product definitions, specifications and other guidance for measurement and recyclability](#)³.

Find Safer Cleaning Products

EPA's Safer Choice program helps businesses find products that perform well and are safer for human health and the environment.

Find safer products for your state agency by searching the Safer Choice [Search Products](#)⁴ database.



See EPA's interactive graphic to [Find Safer Choices to Use in Your Community](#)⁵ for the office.

Find products like:

- Odor removers
- Whiteboard cleaners
- Hand soaps



Energy Conservation

- Reduce energy costs by using these [tips](#).⁶ See Energy Star's [Not a Techie? Tips for Getting your CPM Project Off the Ground](#)⁷; then compute your savings using the power management calculator.
- Use Energy Star's [Product Finder](#)⁸ page to find office equipment, like computers, monitors, printers and copiers that save energy.
- Consider the [Employee Education Kit](#)⁹ to host a "lunch and learn" session regarding the importance of energy efficiency.

Keep Electronics Out of the Landfill

Organize an e-waste recycling event for your state agency! See ADEQ's [E-Waste Recycling Event Toolkit](#)¹⁰

See EPA's [Certified Electronics Recyclers](#)¹¹ webpage to find out about sustainable electronic recycling.

Investing in an Environmental Management System (EMS)

According to the EPA, an EMS is *a framework that helps an organization achieve its environmental goals through consistent review, evaluation and improvement of its environmental performance*. The potential benefits of an EMS include:

- Pollution prevention
- Resource conservation
- Increased efficiency/reduced costs and less toxic chemical use
- Enhanced agency image with public and enhanced agency brand
- Employee awareness of environmental issues and responsibilities

Maricopa County Trip Reduction Program

State agencies in [Maricopa County](#)¹² with a minimum of 50 employees are required to employ greater efforts to reduce air pollution.

Not in Maricopa County?

Pursuant to Arizona Revised Statutes § 49-581, the [State of Arizona](#)¹³ is required to develop and submit annual travel reduction plans.

Check out [Valley Metro's Commute Solutions for Employers](#)¹⁴.



EMS Resources

Develop your own EMS by using any of the resources below.

- ADEQ's [Launching an Environmental Management System \(EMS\)](#)¹⁵
- EPA - [Learn about Environmental Management Systems](#)¹⁶
- EPA - [Guide to Developing an Environmental Management System - Plan](#)¹⁷

References

- ¹ EPA. Identify Greener Products: <https://www.epa.gov/greenerproducts/identify-greener-products-and-services>.
- ² EPA. Comprehensive Procurement Guidelines for Paper and Paper Products: <https://www.epa.gov/smm/comprehensive-procurement-guidelines-paper-and-paper-products>.
- ³ EPA. Comprehensive Procurement Guidelines for Paper and Paper Product Definitions: <https://www.epa.gov/smm/definitions-specifications-and-other-guidance-about-comprehensive-procurement-guideline-program>.
- ⁴ EPA. Safer Choice. Search Products that Meet the Safer Choice Standard: <https://www.epa.gov/saferchoice/products>.
- ⁵ EPA. Safer Choice. Find Safer Choices to Use in Your Community: https://www.epa.gov/saferchoice/find-safer-choices-use-your-community#community_div.
- ⁶ Energy Star. 6 Ways to Reduce IT Energy Costs: <https://www.energystar.gov/products/reduceitenergycosts>.
- ⁷ Energy Star. Not a Techie? Tips for Getting Your CPM Project Off the Ground: https://www.energystar.gov/products/low_carbon_it_campaign/cpm_project_tips.
- ⁸ Energy Star. Office Equipment: https://www.energystar.gov/products/office_equipment.
- ⁹ Energy Star. Employee Education Kit: <https://www.energystar.gov/buildings/about-us/how-can-we-help-you/communicate/energy-star-communications-toolkit/bring-your-green-work-0>.
- ¹⁰ ADEQ. E-Waste Recycling Event Toolkit: <http://legacy.azdeq.gov/environ/waste/solid/recycle.html>.
- ¹¹ EPA. Certified Electronic Recyclers: <https://www.epa.gov/smm-electronics/certified-electronics-recyclers#01>.
- ¹² Maricopa County. Trip Reduction Program: <https://www.maricopa.gov/2388/Travel-Reduction-Program>.
- ¹³ State of Arizona. Travel Reduction Program: <http://travelreductionprogramsaz.com/>.
- ¹⁴ Valley Metro for Employers: http://www.valleymetro.org/commute_solutions/employers.
- ¹⁵ ADEQ. Launching an EMS: <http://legacy.azdeq.gov/environ/waste/p2/download/Environmental%20Management%20System%20Guidance%20Document%2004%2024%2014.pdf>.
- ¹⁶ EPA. What is an EMS?: <https://www.epa.gov/ems/learn-about-environmental-management-systems#what-is-an-EMS>.
- ¹⁷ EPA. Developing an EMS: <https://www.epa.gov/ems/guide-developing-environmental-management-system-plan>.